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NEWARK, NEW JERSEY 07102

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## BICC-CLERICAL TRAINING PROPOSAL

### BACKGROUND

Historically, the BICC has underwritten the short term upgrading clerical training programs co-sponsored with business and industry to constructive and fruitful conclusions. BICC would like again to sponsor this kind of involvement to pick up the challenge which the late SEED program closed out as of December, 1970.

BICC has recognized a basic truth, that no individual can succeed in employment with inadequate reading skills or ability to handle simple mathematics. Hence the concern and emphasis on basic reading skills by BICC.

### PURPOSE:

To increase employment potential among intercity persons in the area of clerical training through short term training programs. The duration of this program is for (15) weeks.

### ELIGIBILITY:

Male or Female applicants 18 years of age or over who are desirous of clerical training and/or have been referred to such training through the BICC Computer Match System.

### IMPLEMENTATION:

Three class sites of 12 students each on a part time night basic can be operating with Clerical Instructors paid by the current employer sponsors, Bell Telephone and Prudential. The third class site at Rutgers has equipment furnished by IBM and space by Rutgers. The Typing Instructor for the Rutgers location and Basic Education Instructors would be paid through BICC.

Recruiting, screening, counselling and job placement will be furnished by BICC.

### COSTS:

Typing Instructor	\$7.50 hr. X 10 hrs. per. wk.	\$1125.00
Basic Education Instructor	\$7.50 hr. X 10 hrs. pr. wk.	1125.00
Fica costs	5.2% of salary	117.00
Materials and supplies		125.00
Total costs for 15 weeks		\$2492.00